

**BY ORDER OF THE COMMANDER (AFMC)
HEADQUARTERS 377TH AIR BASE WING
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 10-203

6 MAY 1997

Operations



**STATUS OF RESOURCES AND TRAINING
SYSTEM (SORTS) COMPLIANCE WITH THIS
INSTRUCTION IS MANDATORY**

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This instruction implements Air Force Policy Directive 10-2, *Readiness*. It identifies responsibilities of combat-rated (C-rated) units assigned to Kirtland Air Force Base (KAFB) who are required to submit Status of Resources and Training System (SORTS) reports. It also outlines responsibilities of host-base offices supporting C-rated units. It applies to all units (identified in paragraph 2) required to submit reports.

SUMMARY OF REVISIONS

Changes requirements for reports below C-1 status; changes due date for unit reports.

1. References.

- 1.1. Joint Reporting Structure (JRS) Publication 1-03, *Status of Resources and Training System Joint Report*.
- 1.2. AF Instruction (AFI) 10-201, *Status of Resources and Training System (SORTS)*, and Air Force Materiel Command Supplement (AFMC SUP)

2. Applicability. The following 377th Air Base Wing units will submit data to the Kirtland Command Post (KCP).

- 2.1. Civil Engineer Group (377 CEG)
- 2.2. Medical Group (377 MDG)
- 2.3. Security Police Squadron (377 SPS)

- 2.4. Services Squadron (377 SVS)
- 2.5. Transportation Squadron (377 LGT)
- 2.6. Mission Support Squadron (377 MSS)

3. Personnel Readiness Support to C-Rated Units. Personnel Readiness (377 MSS/DPMDX) must:

- 3.1. Maintain a current copy of AF Form 2033, *Wing/Base Listing of Combat, Combat Support, and Combat Service Support Units*, or unit's designed operational capability (DOC) statement for each measured unit serviced by the Military Personnel Flight (377 MSS/MPF).
- 3.2. Produce and distribute automated products showing authorized and assigned strengths and the most recent duty status of each member.
- 3.3. Maintain a list of SORTS contacts, that is, local reporting agencies, measured units, direct support units, command personnel functions, and local manpower functions.
- 3.4. Ensure unit personnel are familiar with personnel reporting requirements.
- 3.5. Review all unit inputs in the personnel measured area to include authorized or required and assigned data if below C-1.
- 3.6. Coordinate on personnel C-level measurements before sending data to the local reporting agency if below C-1.
- 3.7. Request civilian personnel information from the Civilian Personnel Office (377 MSS/DPC) for each measured unit directed to include civilians in its personnel data.

4. Commanders of C-Rated Units. Commanders of C-rated units will:

- 4.1. Ensure all data is accurate and submitted to the KCP by the 20th day of each month. If there are errors, commanders will be notified. All errors will be corrected within 24 hours. If not corrected, the 377th Air Base Wing commander (377 ABW/CC) will be notified.
- 4.2. Designate, in writing, an alternate to sign unit SORTS reports when the unit commander is not available. Send appointment letters to the KCP.
- 4.3. Ensure each reporting agency has a minimum of two qualified SORTS monitors. Send appointment letters to the KCP and 377 MSS/DPMDX.
- 4.4. Send Command Post (377 ABW/CP) copies of any correspondence received pertaining to SORTS including DOC statements.
- 4.5. Schedule SORTS monitors for the USAF Data Handlers Course. The KCP will provide class dates and locations to each unit. Individual units will supply temporary duty (TDY) funds.
- 4.6. Ensure unit SORTS monitors attend the quarterly training.

5. The Kirtland Command Post (KCP). The KCP will:

- 5.1. Design and distribute worksheets for each unit.
- 5.2. Provide quality control of SORTS information to each unit SORTS monitor.
- 5.3. Ensure all unit reports are received by the 20th day of each month.

5.4. Set up a quarterly training program and initially train new unit monitors. However, all monitors are required to attend the USAF Data Handlers Course. The KCP will train personnel as the need arises.

5.5. Maintain and distribute AF Form 2033 or unit DOC statements received from the command SORTS functional manager to applicable agencies.

6. General Guidelines.

6.1. All C-rated units will maintain and follow JRS Pub 1-03, AFI 10-201 and this instruction. Each unit will complete the KCP generated worksheet.

6.2. Units will update their SORTS data within 24 hours of a C-rating change or at least once a month.

6.3. Use a current data base when updating the SORTS report. Reports for Air Force Materiel Command (AFMC) units should be transmitted to the Policies Division and Directorate of Test and Operations (HQ AFMC/DOOC) no later than (NLT) 2100Z (Zulu) on the 20th day of each month unless otherwise directed by higher headquarters. Unit SORTS reports will be submitted to the KCP NLT 1600L (local time) the 20th day of each month. If the 20th falls on a weekend, reports are due by 1600L the duty day before. Exceptions will be coordinated as needed.

6.4. Each unit must use the appropriate worksheet to submit SORTS data to the KCP.

6.4.1. Commanders or designated alternate will sign the first page of the worksheet and initial all other pages. Unit monitors will ensure their respective group commanders are aware of the unit's rating.

6.4.2. All worksheets will have the correct level of classification. Classification markings are larger than the text and entered at the top, bottom, front, and back of each page. Declassification instructions will be stamped on the front of each page. All worksheets will be marked:

6.4.2.1. "Working Papers"

6.4.2.2. "Classified by: CJCS MOP 11"

6.4.2.3. "Declassify on: OADR"

6.4.2.4. "Originator/Office Symbol:"

6.4.3. If personnel is reported below C-1, units will take their worksheets to 377 MSS/DPMDX for review. DPMDX will initial worksheets and return them to the appropriate unit for inclusion in the locally generated worksheet.

6.5. Units will maintain a current copy of AF Form 2033 or the DOC statement provided by the local reporting agency for SORTS.

6.6. The worksheets must be maintained by the units for at least 90 days after submission to the KCP

7. Forms Prescribed.

7.1. AF Form 2033, *Wing/Base Listing of Combat, Combat Support, and Combat Service Support Units*.

7.2. Kirtland Command Post generated worksheet.

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